

Applicant Name:_____

**Supplemental Questions for the Associate Governmental Program Analyst
Limited Term ¼ Timebase
Sacramento San Joaquin Delta Conservancy (Position Number 531-100-5393-701)**

1. Please describe your experience in community outreach to support economic development including perseveration of agricultural lands and development of recreation and tourism or other economic enhancement opportunities. Please include the number of years performing this type of work, and give specific examples of the tasks you performed.
2. Please describe methods of building and maintaining long-term relationships with management, staff and stakeholders or clients. Please provide specific examples of your experience using these methods.
3. Effective communication is a key element to success in this position, and experience in both written and verbal communication is essential. Please describe your background and experience, including oral presentations you have given and reports, documents or memos you have written. Also, describe any experience with research and data analysis used for presentations and documents you produced.
4. Part of your duties will be to act as administrative liaison with personnel and contracting units. Please describe your background and experience working with State's Human Resources policies, State contracting process, and grant processes. Describe any general administrative duties you have performed. If you have not worked directly with any of these processes, please describe the methods and approaches you would take in dealing with these processes.